



New York State
Department of Health
Bureau of Emergency Medical Services

POLICY STATEMENT

Supercedes/Updates: 89-05

No. 02 - 03

Date: 05/08/02

Re: Inspections

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I) Introduction

In an effort to insure compliance with New York State Public Health Law and the associated Codes, Rules and Regulations and Policy Statements, the Department of Health is authorized to conduct full service inspections/surveys as well as individual vehicle inspections. This authorization is listed under the Powers and Duties of the Department and the Commissioner in § 3011 of the New York State Public Health Law is:

The Department may inquire into the operation of ambulance services and advanced life support first response services and conduct periodic inspections of facilities, communication services, vehicles, methods, procedures, materials, staff and equipment.

II) Full Service Inspections:

a) Department of Health Bureau of EMS Philosophy:

The Purpose of a full service inspection is to ensure that an ambulance service or Advanced Life Support First Response (ALSFR) agency is in compliance with all the applicable laws, regulations and department policies regarding the safe and efficient operation of such service. In conducting these inspections department representatives assist agencies in achieving the goal of not only of overall compliance but also improved quality of care delivered to patients.

b) Ambulance Services;

Ambulance services are required to comply with the provisions set forth in Part 800 of Title 10 (Health) NYCRR. This includes Part 800.21 General Requirements.

During a full ambulance agency inspection, representatives from the Department may inspect any of the items outlined in Part 800.21 including, but not limited to:

- Personnel files
- Training records
- Incident reports
- Prehospital Care Reports
- Agency Policies (Including all policies required in Part 800.21(p))

- Mutual Aid Plans
- Hazardous Materials Plans
- Multiple Casualty Incident Plans
- Ambulances
- Emergency Ambulance Service Vehicles (EASV) including personally owned vehicles operated as EASVs as authorized by the agency
- Buildings and facilities for such items as the proper storage of supplies and equipment and the proper disposal of regulated materials
- Equipment (including all requirements list in Part 800.22-800.25)
- Vehicle check sheets and maintenance records
- Personnel Rosters.

c) Advanced Life Support – First Response Agencies:

Advanced Life Support First Response (ALS FR) agencies are required to comply with the provisions of Department of Health, Bureau of Emergency Medical Services Policy Statement # 95-03, ALSFR Service Requirements issued 8/1/95.

During an ALS FR agency inspection, representatives from the Department may inspect any of the items outlined in that policy statement including but not limited to:

- Personnel files
- Training records
- Incident reports
- Prehospital Care Reports
- Agency Policies
- Mutual Aid Plans
- Hazardous Materials Plans
- Multiple Casualty Incident Plans
- All vehicles operated as emergency vehicles by the agency
- Buildings and facilities for such items as the proper storage of supplies and equipment and the proper disposal of regulated materials.

d) Controlled Substances Licensees:

Any service granted a license to possess and administer controlled substances, in accordance with Article 33 and Part 80 of Title 10 NYCRR, shall be subject to inspection of all records, stocks, sub-stocks, security standards and for compliance with the operations plan submitted by the agency and approved by the Department.

e) Quality Improvement Program:

Inspections of either an ambulance service or ALS FR agency may also include records pertaining to the establishment of, or agency's participation in, a Quality Improvement Program as required in §3006 of the Public Health Law.

III) Vehicle Inspections:

Inspections of emergency medical services vehicles may be conducted by representatives of the Department of Health anytime the vehicles are in service. For a vehicle to be considered “Out of Service” it should be in compliance with Department of Health Bureau of Emergency Medical Services Policy Statement # 89-14.

a) Spot/Quick Check;

Vehicle inspections may, at the discretion of the Department representative, consist of a “Quick Check” or a full vehicle inspection.

The "Quick Check" attempts to verify twenty-four (24) items of the required equipment and supplies found in Part 800 of the State Health Codes. These items are generally used to treat patients suffering from life threatening illness or injury. Any ambulance found missing these minimum standards may be removed from service, and a full vehicle inspection conducted.

b) Complete Vehicle Inspection;

Any vehicle operated by an ambulance service as an ambulance shall be required to be in complete compliance with the provisions of Parts 800.21, 800.22, 800.23 and 800.24 of Title 10 (Health) NYCRR unless otherwise authorized by the Commissioner pursuant to Part 800.25 or 800.27.

Any vehicle operated by an ambulance service as an Emergency Ambulance Service Vehicle (EASV) must be in compliance with Parts 800.21, 800.23 and 800.26. This includes personally owned vehicles authorized as EASVs by the agency.

Any vehicle operated by an Advanced Life Support First Response Service as a first response vehicle must be in complete compliance with Parts 800.21, 800.23, 800.26 and Department of Health Bureau of Emergency Medical Services Policy Statement # 95-03.

All vehicles operated as emergency vehicles must be in compliance with the applicable sections of the NYS Vehicle and Traffic law.

Any vehicle that fails an inspection may be placed out of service by the Department representative conducting the inspection. The failure will result in the issuance of a Notice of Violation or a Statement of Deficiencies. In both cases, the service will be required to submit plans correcting the deficiencies in writing by a pre-determined date.

The Bureau of EMS encourages agencies to operate with more than the minimum amount of supplies and equipment required in an effort to provide the most effective care for the patients treated in the prehospital environment.

The items required by Part 800 and Bureau of EMS policy statements are the ***minimum requirements*** for the operation of an EMS service. There are many additional policies that agencies may implement for productive operation. There are additional supplies and

equipment that a service may wish to utilize to enhance patient care. Each agency is encouraged to evaluate their operation to determine whether additional equipment and supplies would be appropriate for use in their EMS system. However medical equipment and supplies should be in accordance with state and regional treatment protocols, the scope of practice of the service and all applicable federal, state and regional guidelines. Agencies may be subject to enforcement actions should items inappropriate for the level of care of the service, or not authorized for use by EMS services be found in agency vehicles.

IV) Additional information:

In addition to the Bureau of EMS Policy statements already listed, EMS agency operators are encouraged to refer to the following policy statements regarding items subject to inspection by the Department:

- 02-01 Requirement to Report Suspected Child Abuse and Maltreatment
- 01-01 Authorizing Private Vehicles as EASVs (Use of Red Lights and Sirens)
- 00-15 Storage and Integrity of Prehospital Medications used by EMT-Bs
- 00-14 Storage and Integrity of Prehospital Medications and Intravenous Fluids
- 00-13 The Operation Of Emergency Medical Services Vehicles
- 00-07 No Smoking
- 00-06 Security of Drug Boxes
- 99-09 Patients Care and Consent for Minors
- 98-16 Equipment Update
- 98-11 EMS Service Incident Reporting Requirements
- 98-08 EMS Vehicle Signing & Labeling
- 98-06 Ambulance Oxygen Systems & Equipment
- 98-05 Responsibilities of EMS Providers & Coordination of EMS Resources
- 98-04 Equipment Update
- 98-03 Personal Equipment on Ambulance Vehicles
- 98-02 Radio Communications Systems for EMS Services
- 96-01 Using Prehospital Care Reports (PCR)
- 95-09 Developing EMS Agency Policies and Procedures
- 95-04 EMS Mutual Aid
- 95-03 ALSFR Service Requirements
- 89-14 Out-of-Service Vehicles
- 89-02 EMS Mutual Aid Planning Guidelines
- 88-08 Guidelines for Employee (Member) Health Records
- 88-04 Ambulance Service Certificates
- 85-02 Fire Extinguishers on Certified Ambulances
- 85-01 Prehospital Care Records

All of these policy statements can be located on the **Policy Statement** section of the Bureau of EMS site on the World Wide Web:

<http://www.health.state.ny.us/nysdoh/ems/main.htm>

Issued and Authorized by:
Edward G. Wronski, Director
Bureau of Emergency Medical Services